



# JEFFERSON COUNTY COUNTY ADMINISTRATOR

311 S. Center Avenue, Jefferson WI 53549

Website: [jeffersoncountywi.gov](http://jeffersoncountywi.gov)

**\*REVISED 03-03-2016**

**"Jefferson County: Responsible government  
advancing quality of life"**

**BEN WEHMEIER**  
County Administrator

**TAMMIE JAEGER**  
Administrative Secretary

## MEMORANDUM

**TO:** Editors

**FROM:** Ben Wehmeier, County Administrator

**DATE:** March 3 2016

**SUBJECT:** JEFFERSON COUNTY Meetings – Week of March 7, 2016

<b>March 7, 2016 Monday</b>	Parks Committee	9:30 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson
<b>March 8, 2016 Tuesday</b>	Human Services Board	8:30 a.m.	Workforce Development 874 Collins, Rm 103, Jefferson
	Finance Committee	5:00 p.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 112, Jefferson
	<b>*County Board (Agenda Revised)</b>	<b>7:00 p.m.</b>	<b>Jefferson County Courthouse 311 S. Center Ave, Rm 205, Jefferson</b>
<b>March 9, 2016 Wednesday</b>	Courthouse Security & Facility Committee	8:30 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson
<b>March 10, 2016 Thursday</b>	Zoning Board of Adjustment – Site Inspections	11:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 203, Jefferson
	Zoning Board of Adjustment – Public Hearing	1:00 p.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 205, Jefferson
<b>March 11, 2016 Friday</b>	No Scheduled County Meetings		
<b>March 12, 2016 Saturday</b>	No Scheduled County Meetings		
<b>March 13, 2016 Sunday</b>	No Scheduled County Meetings		

Parks Committee Agenda  
Jefferson County  
Jefferson County Courthouse  
311 S. Center Avenue, Room 202  
Jefferson, WI 53549

Date: Monday, March 7, 2016

Time: 9:30 a.m.

Committee members: Tietz, Augie (Chair) Christensen, Walt  
Kelly, Mike (Vice Chair) Payne, Laura  
Foelker, Matt (Secretary)

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Park Committee minutes for February 1, 2016
6. Communications
7. Public comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and Possible Action on Rotational Grazing at Dorothy Carnes Park
9. Discussion and Possible Action – Koshkonong Mounds Road at Indian Mounds and Trail Park
10. Discussion and Possible Action on License Agreement with the City of Watertown for Trail Maintenance on the Interurban Trail
11. Discussion and Possible Action on Boat Launch Fees at Rock River Public Access for Cappie's Landing
12. Discussion on Public Access Easement for Rock River Public Access for Cappie's Landing
13. Discussion and Possible Action on Special Permit Use Request(s) at Korth Park
14. Discussion on Parks Endowment Fund
15. Discussion on Fundraising for Interurban Trail
16. Discussion on Glacial Heritage Area (GHA) –Friends of GHA
17. Discussion on Canoecopia 2016
18. Review of Financial Statements (December 2015) and Department Update – Parks Department
19. Adjourn

Next scheduled meetings: Monday, April 4, 2016  
Monday, May 2, 2016  
Monday, June 6, 2016  
Monday, July ??, 2016

*A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.*

*Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*

**Human Services Board Agenda  
Jefferson County  
Jefferson County Workforce Development Center, 874 Collins Road, Room 103  
Jefferson, WI 53549**

**Date: Tuesday, March 8, 2016 Time: 8:30 a.m.**

**Committee Members:**

**Mode, Jim (Chair)  
Jones, Dick (Vice Chair)  
Kutz, Russell  
Tietz, Augie**

**McKenzie, John (Secretary)  
Crouse, Cynthia  
Schultz, Jim**

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the March 8, 2016 Agenda
5. Citizen Comments (Members of the Public who wish to address the Board on specific agenda items must register their request at this time.)
6. Approval of February 9, 2016 Board Minutes
7. Communications
8. Review of final December, 2015 Financial Statement
9. Discussion and possible action approving updated carry over request
10. Discussion and possible action on approving February, 2016 Vouchers
11. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging & Disability Resource Center
12. Discussion and possible action on New Professional Contracts
13. Discussion and possible action approving Intercounty Government Agreement for Adults Placements
14. Discussion and possible action on filling one vacancy for the Nutrition Project Council and one vacancy for the ADRC Advisory Committee
15. Discussion and possible action approving the creation of one full time Benefit Specialist
16. Discuss Alzheimer's Family Caregiver Support Program and National Family Caregiver Support Program payments and the background check issue
17. Update on Marsh Country Healthcare Commission
18. Director's Report
19. Discuss Updates from Wisconsin County Human Services Association.
20. Discuss potential agenda items for April board meeting.
21. Adjourn

Next Scheduled Meetings: Tuesday, April 12, 2016 at 8:30 a.m.

Tuesday, May 10, 2016 at 8:30 a.m.

***A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County board of Supervisors, may be present at this meeting.***

**Special Needs Request** - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**Finance Committee Agenda**  
**Jefferson County**  
Jefferson County Courthouse  
311 S. Center Avenue  
Room 112  
Jefferson, WI 53549

Date: Tuesday, March 8, 2016

Time: 5:00 p.m.

Committee members:	Jones, Richard (Chair)	Poulson, Blane
	Braughler, James (Vice Chair)	Schroeder, Jim
	Hanneman, Jennifer (Secretary)	

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Finance Committee minutes for February 11, 2016
6. Communication
7. Public comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and possible action on resolution disallowing the claims of Kent Sormrud and WE Energies.
9. Discussion and possible action on determining disposition of foreclosed properties and setting minimum bids to be submitted.
10. Discussion and possible action on electronic recycling costs.
11. Discussion and possible action on recommendation to the County Board regarding departmental surplus (deficit) activity for 2015 and related budget amendments for 2015.
12. Discussion and possible action on recommendation to the County Board regarding 2015 non-lapsing departmental requests amending the 2016 budget.
13. Discussion and possible action for out of state travel for the Human Services Director.
14. Discussion of funding for projects related to the new Highway Facilities or sale of old Highway Facilities
15. Review and discussion on the 2017 budget calendar
16. Set future meeting schedule, next meeting date, and possible agenda items
17. Payment of invoices
18. Adjourn

Next scheduled meetings:

Thursday, April 14, 2016 Regular Meeting
Thursday, May 12, 2016 Regular Meeting
Thursday, June 9, 2016 Regular Meeting
Thursday, July 14, 2016 Regular Meeting
Thursday, August 11, 2016 Regular Meeting

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**AGENDA**

**JEFFERSON COUNTY BOARD MEETING**

**March 8, 2016 7:00 p.m.**

**Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549**

1. **CALL TO ORDER**
2. **ROLL CALL BY COUNTY CLERK**
3. **PLEDGE OF ALLEGIANCE**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
5. **APPROVAL OF THE AGENDA**
6. **APPROVAL OF FEBRUARY 9, 2016 MEETING MINUTES**
7. **SPECIAL ORDER OF BUSINESS**
  - a. Presentation on Economic Development – Genevieve Coady, Kim Erdman & Ben Wehmeier
8. **COMMUNICATIONS**
  - a. Treasurer's Monthly Report
  - b. Appointment to serve on Joint Review Board – Lake Mills TID 6, Amendment 1
  - c. Appointment to serve on Joint Review Board – Watertown TID #7
  - d. Zoning Committee – Notice of Public Hearing, March 17, 2016
  - e. **\*Recognition of Oakdale Farms for jail food donations**
9. **PUBLIC COMMENT** (Agenda Items)
10. **ANNUAL REPORTS**
  - a. Register of Deeds – Staci Hoffman
  - b. Medical Examiner – Nichol Wayd
  - c. County Clerk – Barbara Frank

**COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
11. **ADMINISTRATION AND RULES COMMITTEE**
  - a. Ordinance – Amendments to Board of Supervisors Rules of Order 2016-2018
  - b. Resolution – Designate official county newspaper
  - c. Resolution – In support of the Wisconsin Department of Health Services enhancing the quality of the Medicaid non-emergency medical transportation system
12. **ECONOMIC DEVELOPMENT CONSORTIUM**
  - a. Resolution – FY 2016 Contract for Services for an Economic Development Capital Campaign Feasibility Study
13. **FAIR PARK COMMITTEE**
  - a. Resolution – Renewal of Soft Drink Marketing Partnership Agreement

14. FINANCE COMMITTEE
  - a. Resolution – Authorizing sale of tax delinquent properties to the City of Watertown
  - b. Resolution – Disallowing the claims of Kent Sormrud and WE Energies
  - c. Resolution – Action on year-end departmental deficits and surplus
  - d. Resolution – Action on year-end requests to carry over funds
15. HUMAN RESOURCES COMMITTEE
  - a. Resolution - Establishing total annual compensation for county elected officials pursuant to Wis. Stat. § 59.22
16. HUMAN SERVICES BOARD
  - a. Resolution – Social Work Month
  - b. Resolution – Child Abuse and Neglect Prevention Month
- 16a. \*INFRASTRUCTURE COMMITTEE
  - a. Resolution – Replacement of the Courthouse WIFI system
17. PARKS COMMITTEE
  - a. Resolution – Entering into a Joint Use Agreement with WE Energies and the City of Watertown
18. PLANNING AND ZONING COMMITTEE
  - a. Report – Approval of Petitions
  - b. Ordinance – Amend Zoning Ordinance
  - c. Ordinance – Repeal and recreate Section 11.10 of the Jefferson County Zoning Ordinance Shoreland Provisions
  - d. Resolution – Approval of the 2016 update of the Jefferson County Land Information Plan
19. APPOINTMENT BY COUNTY ADMINISTRATOR
  - a. Christine Spangler to the Sheriff's Civil Service Commission
20. SPECIAL ORDER OF BUSINESS
  - a. Recognition of Outgoing Supervisor – Paul Babcock
  - b. Recognition of Outgoing Supervisor – Al C. Counsell
21. PUBLIC COMMENT (General)
22. ANNOUNCEMENTS
23. ADJOURN

**NEXT COUNTY BOARD MEETINGS  
APRIL 19, 2016 – 5:00 P.M. - ROOM 205**

# COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Jefferson County Courthouse

**Room #202**

311 S. Center Avenue

Jefferson, WI 53549

**Wednesday, March 9, 2015 at 8:30 a.m.**

## ***Committee Members***

***by SCR 70.39***

*Randy R. Koschnick*  
*Circuit Court Judge*

*James Schroeder*  
*County Board Chair*

*Benjamin Wehmeier*  
*County Administrator*

*Carla Robinson*  
*Clerk of Circuit Court*

*Michael Onheiber*  
*Family Court Commissioner*

*Paul Milbrath*  
*Sheriff*

*Susan Happ*  
*District Attorney*

*Jeffrey DeLaRosa*  
*Public Defender*

*Ben Brantmeier*  
*Rep. of local bar association*

*Laurie Anderson*  
*V/W Coordinator*

*Donna Haugom*  
*Emergency Mgmt Director*

## ***Other Members:***

*Mark Miller*  
*Central Services Manager*

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from December 2, 2015 meeting.
5. Communications.
6. Citizen comments.
7. Courthouse Security Plan Update:
  - a) Courthouse Security Cameras (Miller).
  - b) Policy development reference courthouse staff use of cameras (Wehmeier).
  - c) Courthouse Security Training (Capt. Wallace & Sgt. Behm).
  - d) Security Conference March 1-3, 2016.
8. Tentative future meeting dates:

June 1, 2016	8:30 a.m.
September 7, 2016	8:30 a.m.
December 7, 2016	8:30 a.m.
9. Future agenda items.
10. Adjourn.

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Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

# JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Dale Weis, Chair; Don Carroll, Vice-Chair; Janet Sayre Hoeft, Secretary  
Paul Hynek, First Alternate; Lloyd Zastrow, Second Alternate

**PUBLIC HEARING** *BEGINS AT 1:00 P.M. ON MARCH 10, 2016 IN ROOM 205, JEFFERSON COUNTY COURTHOUSE*

**CALL TO ORDER FOR BOARD MEMBERS** *IS AT 11:00 A.M. IN COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

**SITE INSPECTION FOR BOARD MEMBERS** *LEAVES AT 11:15 A.M. FROM COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

1. *Call to Order-Room 203 at 11:00 a.m.*
2. *Roll Call (Establish a Quorum)*
3. *Certification of Compliance with Open Meetings Law Requirements*
4. *Approval of the Agenda*
5. *Approval of February 11, 2016 Meeting Minutes*
6. *Communications and Public Comment*
7. *Site Inspections – Beginning at 11:15 a.m. and Leaving from Room 203*  
*V1582-16 – John Kane, N6640 County Road E, Town of Concord*
8. *Public Hearing – Beginning at 1:00 p.m. in Room 205*
9. *Explanation of Hearing Process by Board of Adjustment Chair*

## NOTICE OF PUBLIC HEARING JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

**NOTICE IS HEREBY GIVEN** that the Jefferson County Zoning Board of Adjustment will conduct a public hearing at 1:00 p.m. on Thursday, March 10, 2016 in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. The matter to be heard is an application for variance from terms of the Jefferson County Zoning Ordinance. No variance may be granted which would have the effect of allowing in any district a use not permitted in that district. No variance may be granted which would have the effect of allowing a use of land or property which would violate state laws or administrative rules. Subject to the above limitations, variances may be granted where strict enforcement of the terms of the ordinance results in an unnecessary hardship and where a variance in the standards will allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated. Based upon the findings of fact, the Board of Adjustment must conclude that: 1) Unnecessary hardship is present in that a literal enforcement of the terms of the ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome; 2) The hardship is due to unique physical limitations of the property rather than circumstances of the applicant; 3) The variance will not be contrary to the public interest as expressed by the purpose and intent of the zoning ordinance. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** There may be site inspections prior to public hearing which any interested parties may attend; discussion and possible action shall be occur after public hearing on the following:

**V1582-16 – John Kane:** Variance from Sec. 11.09(a)2 and 11.09(c) of the Jefferson County Zoning Ordinance to exceed structural repairs and alterations of 50% of the structural members of the existing agricultural structure for an existing use. This may also be considered over 50% footprint expansion. The site is on PIN 006-0716-0931-001 (17.984 Acres) in the Town of Concord, in an A-1, Agricultural zone at N6640 County Road E.



**10. Discussion and Possible Action on Above Petitions**

**11. Adjourn**

**If you have questions regarding these variances, please contact the Zoning Department at 920-674-7113 or 920-674-8638. Variance files referenced on this hearing notice may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Materials covering other agenda items can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).**

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*A digital recording of the meeting will be available in the Zoning Department upon request.*

Additional information on Zoning can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)